

**BPA — INVOICE-RECEIPT CERTIFICATION**  
*See Completion Instructions On Reverse of Agency Copy*

1. BLANKET PURCHASE AGREEMENT (BPA) ORDER NUMBER <b>45 -</b>			6. VENDOR'S REMITTANCE NAME AND ADDRESS (Street or P.O. Box, City, State, and Zip Code) <b>Complete this block only when the remittance address is different from Block 10 on Form AD-838</b>		
2. VENDOR/SELLER IDENT. NUMBER	3. DATE GOODS RECEIVED/ACCEPTED/ SERVICE PERIOD END DATE Month      Day      Year	4. DATE BILLING STATEMENT RECEIVED Month      Day      Year			
5. VENDOR PAYMENT REFERENCE NUMBER					

7. In approving this voucher, I have determined that the items billed were received, inspected, and accepted as complying with the BPA indicated in Block 1.							
8 LINE ITEM NO.	9 FUND CODE	10 UNIT CODE	11 BUDGET OBJECT	12 SF 281 CODE	13 ACCOUNTING CLASSIFICATION	14 DOLLAR AMOUNT	
<b>15. TOTAL •</b>							

<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;">19. <b>Attach billing documents and mail to:</b> <i>(Use of Window Envelope is</i>  <div style="text-align: center;"><b>USDA, Office of Finance and Management</b> <b>NATIONAL FINANCE CENTER</b> <b>P.O. Box 60075</b> <b>New Orleans, Louisiana 70160</b></div></div>	<div style="border: 1px solid black; padding: 5px;">APPROVING OFFICER</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">16. SIGNATURE</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">17. DATE</div> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"><div>18. PHONE (Area Code and Number)</div><div>FTS • COMM •</div></div>
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## INSTRUCTIONS

### USE THIS FORM ONLY IF THE PURCHASE ORDER NUMBER (BLOCK 8 OF FORM AD-838) BEGINS WITH "45"

#### Block Number

1. Enter the blanket purchase agreement (BPA) order number as indicated on Form AD-838, Purchase Order, Block 8.
2. Enter the Social Security Number (SSN) (XXX-XX-XXXX), Employer Identification Number (EIN) (XX-XXXXXXX), or the DUNS Number (XX-XXX-XXXX) obtained from the seller. This number *must* be identical to the one shown on the AD-838, Block 9B, Seller's Ident. No.

Enter the date the goods or services were received and accepted or the date the service period ended. When single multiple invoices are submitted in a billing cycle, use latest date. When invoices are consolidated in a billing cycle (established with a vendor), enter the last day of that transaction cycle. (Note: This can only be done when the vendor/seller agrees to the payment due date.)

5. Enter the date the itemized billing statement(s) was received. When no billing statement was received, enter the date the latest invoice was received. (Note: This can only be done when the vendor/seller agrees to the payment due date.)

- Enter the vendor payment reference number (invoice number, account number, etc.). Do not exceed 20 characters. In the case of multiple invoices, include no more than 20 characters and attach only those invoices that can be identified within the 20 characters. If there are no invoice numbers, account numbers, etc., on the payment document, enter the date of the invoice or statement as MMDDYYYY.
6. Enter the date of the invoice or statement as MMDDYYYY.

Complete this block if the remittance address is different from the name and/or mailing address of the vendor/seller identified in Block 10 on the AD-838. If not different, leave blank. CAUTION: Agencies must ensure that a correct remittance address is indicated on the AD-838 when this block is left blank. This address should correspond with the remit to address on the seller's invoice. When an invoice is received from a vendor enrolled in EFT, refer to the originating AD-838 and verify whether *VXP followed by the vendor identification number and the complete remittance*

#### COMPLETE BLOCK NUMBERS 8 THROUGH 14 FOR EACH LINE ITEM RECEIVED.

#### Block Number

8. This should not be a sequential line item number beginning with 01. If the AD-838 establishing the BPA did not include line items, then the number 01 should be used for all line items. However, if different accounting is used, then it should be 01, 02, 03, etc.
9. Use when Block 13 will be completed. This code supports the accounting classification regardless of whether or not it was indicated on the AD-838.
10. Use only by Forest Service when Block 13 will be completed. This code supports the accounting classification regardless of whether or not it was indicated on the AD-838.
11. Enter the budget object code *when different* from the budget object code on the establishing order. If no budget object code was entered on the establishing order, it must be entered here.
12. Enter the SF 281 code *when different* from the establishing order.
13. Enter the accounting classification *when different* from the establishing order. If no accounting classification was entered on the establishing order, it *must* be entered here and Blocks 8 and 11 must be completed. NOTE: When a different accounting classification is shown here, it will not replace the stored accounting from the AD-838. To change the accounting classification on the AD-838, amend it.
14. Enter the dollar amount of line item charges from billing document(s) less any discounts, e.g. volume, credit, and trade-in. Do not deduct term discounts as these are automatically computed by the system.
15. Enter the total amount to be paid to the vendor. This total must agree with the total of the billing document(s) that will be attached.
16. The approving officer's signature is required in this block.
17. Enter the date this form is signed.
18. Enter the phone number where the authorized official can be reached for additional information. Check the
- 19.